

**UNIT HONOR AWARD NOMINATION RECORD
PART I**

NAME OF UNIT	
PROPOSED AWARD	PERIOD COVERED (From) (To)
NOTE: (Synopsis of specific achievement for which the unit is being nominated must be limited to 25 words.)	
CITED FOR	

MEMBERS NOMINATED: Commissioned officers and civil servants. (Use extra sheet if needed.)

NAME	PHS#	OPERATING DIVISION

The nominator certifies that the unit is deserving of the proposed award, and that the accompanying documentation accurately and completely reflects the relevant information. Additionally, the nominator certifies that each officer named merits receipt of the award, and that none of the officers has received or is being nominated for another award for which the basis overlaps this nomination (except as specifically cited). NOTE: The nominator cannot be one of the officers being nominated for this award.

NOMINATOR (SIGNATURE)	NAME AND TITLE (TYPED)	DATE

ENDORSEMENTS:

Supervisory / Line Authority			
SIGNATURES	NAME AND TITLE (TYPED)	AWARD ENDORSED (See Note below)	DATE
Operating Division (OPDIV) Awards Board Chairperson			
	CAPT Melinda Wharton, M.D., M.P.H. Deputy Director, NCIRD		
Approving Authority			
	Julie Louise Gerberding, M.D., M.P.H., Director, CDC		
OPDIV Awards Coordinator			
	Janette Chaney, Staff Specialist, OCCP		

NOTE: Use abbreviation (i.e., OUC, UC). If no award or a different award is endorsed, give reason in "comment" below. (Use extra sheet if needed.)

COMMENT			
	DATE	ACTION	COMMENTS
CCAB		<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	
SURGEON GENERAL		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

**UNIT HONOR AWARD NOMINATION RECORD
PART II**

OFFICER'S NAME <i>(Last, First, Middle)</i>		
PHS RANK <i>(0 - 1 through 0 - 10)</i>	PHS PROFESSIONAL CATEGORY	PHS SERIAL NO.
CURRENT ORGANIZATION	ORGANIZATIONAL TITLE OR POSITION	

A. CHRONOLOGY OF PERTINENT SERVICE:

List all positions held as a commissioned officer during the time period covered by award nomination.

OPDIV/PROGRAM/ORGANIZATION	POSITION TITLE	TIME PERIOD

B. PREVIOUS PHS COMMISSIONED CORPS HONOR AWARDS:

Provide a list of all PHS honor awards for the 3 years prior to the beginning date cited in the "Period Covered" section of Part I and for any that would overlap with this nomination (e.g., a career award nomination would include a list of all PHS honor awards). If the period cited overlaps with the current nomination dates, the nomination narrative should clarify the basis for the prior award and its relevance or nonrelevance to the present nomination. The specific achievement for which the officer was recognized and the period covered (mm/yyyy) must be included. Use abbreviation (i.e., DSM, MSM, OSM, CM, AM, CIT, OUC, UC).

Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		
Award:	Covering the period beginning (use month & year):	Ending:
Recognized for:		

Instructions for adding additional officers to the form (read all instructions before executing):

The Microsoft Word version of the Unit Honor Award Nomination Record (PHS-6342-1.doc) accommodates only a single officer, but additional officers may be added by electronically completing a copy of the Unit Honor Award Nomination Part II Record (PHS-6342-1 Part II.doc) for each additional officer and by saving each form as a separate Word document with a different file name.

After completing the Part II form for **all** of the additional officers, insert each additional document into this form as follows:

1. See below the line just below instruction 6 - that is the place to insert the additional Part II documents.
 2. Go to that area and select the "Insert" option from the menu at the top of the screen, select the "File" option (If it is not displayed, point to the "Expand" double-arrow at the bottom of the drop-down menu.), and then select the file name of the Word document to insert.
 3. Continue selecting the "Insert" option as described in step #2 until all additional Part II documents have been inserted.
 4. After inserting all additional officers, delete the instructions on this page by highlighting the entire page and by pressing the <Delete> key.
 5. See page 5 (the page after the page with "Instructions for Completing the Commissioned Corps Unit Honor Award Nomination Record") for instructions on adding the 2-page narrative to the 6342.
 6. ↓ ↓ Insert Part II document(s) for additional officers just below the line here. ↓ ↓ ↓
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DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

**INSTRUCTIONS FOR COMPLETING THE COMMISSIONED CORPS
UNIT HONOR AWARD NOMINATION RECORD**

PART I -

NAME OF UNIT: For Unit Honor Award nominations, provide the unit with a name that clearly distinguishes its identity as it relates to the activities performed by the group.

PROPOSED AWARD: Award Recommended:
Outstanding Unit Citation (OUC)
Unit Commendation (UC)

PERIOD COVERED: The beginning and ending dates (month and year) covering the period of the accomplishment. Do not put "present" as an ending date, this part must have a month and year (e.g., 05/1996).

CITED FOR: *Specific* achievement for which the group is being nominated **(25 word limit)**.

MEMBERS NOMINATED: List ALL members of the unit being recognized. Include commissioned officers and civil service employees.

CERTIFICATION: Self-explanatory.

ENDORSEMENTS: Endorsers must provide their signatures, titles, and dates. In the space provided for AWARD ENDORSED, enter the award recommended (i.e., the proposed award, "NO AWARD" or a different award than proposed). Nominations that have "NO AWARD" or a lower level award endorsed than the "Proposed Award" should be forwarded to the next level of review until there is concurrence at a level that oversees at least 25 officers. NOTE: This may require the submission of the nomination to a higher level for review than would have originally been necessary for approval of the award.

COMMENT: For nominations that have "NO AWARD" or a lower level award endorsed, provide relevant useful comments.

CCAG & SG: Commissioned Corps Awards Board and the Surgeon General.

PART II – Complete Part II for each officer in the unit.

OFFICER'S NAME: Officer's full name.

RANK: Rank as a pay grade (i.e., 0-1 through 0-10).

PROFESSIONAL CATEGORY: Medical, Dental, Nurse, Engineer, Scientist, Sanitarian, Veterinary, Pharmacy, Dietetics, Therapy, Health Services.

PHS SERIAL NUMBER: List serial number; not social security number.

CURRENT ORGANIZATION: Self-explanatory.

ORGANIZATIONAL TITLE OR POSITION: Self-explanatory.

CHRONOLOGY OF PERTINENT SERVICE: May be obtained from your Commissioned Corps Liaison.

PREVIOUS COMMISSIONED CORPS HONOR AWARDS: May be obtained from your OPDIV Awards Coordinator.

NARRATIVE: The narrative should focus on the unit's contributions, their significance, and how the unit's actions have compared to or exceeded what is expected. The cited actions, their impact and significance are important and should be stated clearly. If the use of technical terms is required, the nomination should contain clarifying statements that are understandable to a multidisciplinary Board. The actions cited should fall within the period covered by the nomination. If any officer has received an honor award in the period cited or for earlier actions that may seem similar or overlapping with those in the current nomination, the nomination should clarify the basis for the prior award(s) and the relevance or nonrelevance to the present nomination. The narrative shall not exceed two single spaced typed pages. Courier 12pt type style is preferred, but a comparable font that would provide no less than 12pt and no more than 12 characters per inch can be used. Ask your OPDIV Awards Coordinator for guidance in preparing award nominations.

See Next Page ↓

Instructions for adding the 2-page narrative to the 6342 (Read all instructions before executing):

1. The 2-page narrative should be written, properly formatted, and saved as a separate file.
 2. See the area just below instruction 6 - that is the place to insert the narrative file.
 3. Go to that area and select the "Insert" option from the menu at the top of the screen, select the "File" option (If it is not displayed, point to the "Expand" double-arrow at the bottom of the drop-down menu.), and then select the file name of the Word document to insert.
 4. After the text appears, delete the instructions on page 3 and page 4 by highlighting the entire page 3 and these instructions and by pressing the <Delete> key.
 5. Save the combined document as: unit name_award level_date, e.g., Hepatitis B Response Team _OUC_August 2005.doc.
 6. ↓ ↓ Insert 2 page nomination text file just below the line here. ↓ ↓
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